Volume VIII, Section 7 – Print Specifications and Forms

Introduction

Print Specifications

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Borrower Information		
Label and Position	**Field**	**Print Instructions**
BORROWER INFORMATION--- Line 1	Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address Line 2, column 1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address Line 5, column 1	Student Borrower's Last Name, First Name and Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address Line 6, column 1	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address. Left justify within the print field.
1. Name and Address Line 7, column 1	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement Line 2, column 2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement Line 5, column 2	Date Disclosure Statement is printed.	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number Line 7, column 2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"
3. Area Code/Telephone Number Line 8, column 2	Student Borrower's Permanent Telephone Number	Print the Student Borrower's Permanent Telephone Number in (999) 999-9999 format.

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
School Information		
Label and Position	**Field**	**Print Instructions**
SCHOOL INFORMATION--- Line 9	Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address Line 10, column 1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address Line 11, column 1	School Name	From left to right, print the School Name associated with the Direct Loan School Code on the Origination. Left justify within the print field
4. School Name and Address Line 12, column 1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address Line 13, column 1	School Address	From left to right, print the school's city, state, and zip code associated with the Direct Loan School Code above. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch Line 10, column 2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch Line 12, column 2	Direct Loan School Code	Print the Direct Loan School Code on the origination.

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Loan Information		
Label and Position	**Field**	**Print Instructions**
LOAN INFORMATION— Line 14	Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
6. Loan Identification Number(s) Line 15, column 1	Data element label	From left to right in column 1, print label "6. Loan Identification Number(s)"
6. Loan Identification Number(s) Line 16, column 1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Subsidized loan record in 999999999S04X99999999 format.
6. Loan Identification Number(s) Line 17, column1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Unsubsidized loan record in 999999999U04X99999999 format
7. Loan Period(s) Line 15, column 2	Data element label	From left to right in column 2, print data element label "7. Loan Period(s)"
7. Loan Period(s) Line 16, column 2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date) of Subsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
7. Loan Period(s) Line 17, column 2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date)of Unsubsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
8. Loan Fee % Line 15, column 3	Data element label	From left to right in column 3, print label "8. Loan Fee %"
8. Loan Fee % Line 16, column 3	Loan Fee Percentage	Print Loan Fee Rate of Subsidized loan record in 9.999 % format.
8. Loan Fee % Line 17, column 3	Loan Fee Percentage	Print Loan Fee Rate of Unsubsidized loan record in 9.999 % format.
------------------------- Line 18	Section separator	From left to right, print dashes across page to form a separator line.

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Loan Information		
Label and Position	**Field**	**Print Instructions**
9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts. Line 19, 20, 21 and 22	Text Statement	From left to right, print statements "9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
Line 23	Blank line	Insert a blank line

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements Direct Subsidized Loan		
Label and Position	**Field**	**Print Instructions**
Direct Line 24, column 1	Label	From left to right in column 1, print the label "Direct"
Subsidized Line 25, column 1	Label	From left to right in column 1, print the label "Subsidized"
Loan Line 26, column 1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount Line 24, column 2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
– Line 24	Minus sign	Print the minus sign "–"
Loan Fee Amount Line 24, column 3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+ Line 24	Plus sign	Print the Plus sign "+"
Interest Rebate Amount Line 24, column 4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
= Line 24	Equal sign	Print the equal sign "="
Net Loan Amount Line 24, column 5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount Line 25, column 2	Total gross loan amount	Print total anticipated disbursement gross amount of Subsidized loan record in $99999.99 format
– Line 25	Minus sign	Print the minus sign "–"
Loan Fee Amount Line 25, column 3	Total loan fee amount	Print total anticipated disbursement loan fee amount of Subsidized loan record in $99999.99 format
+ Line 25	Plus sign	Print the Plus sign "+"
Interest Rebate Amount Line 25, column 4	Total interest rebate amount	Print total anticipated disbursement interest rebate amount of Subsidized loan record in $99999.99 format
= Line 25	Equal sign	Print the equal sign "="
Net Loan Amount Line 25, column 5	Total net loan amount	Print total anticipated disbursement net amount of Subsidized loan record in $99999.99 format
Your school plans to disburse the Net Loan Amount as follows: Line 27	Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements Direct Subsidized Loan		
Label and Position	**Field**	**Print Instructions**
Line 28	Blank line	Insert a blank line
Date Line 29, column 2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount Line 29, column 3	Column Heading	In column 3, print heading "Net Disbursement Amount"
Date Line 29, column 4	Column Heading	In column 4, print heading "Date"
Net Disbursement Amount Line 29, column 5	Column Heading	In column 5, print heading "Net Disbursement Amount"
(Variable Line 30, column 1	Label	Print and left justify the label "(Variable"
Interest Line 31, column 1	Label	Print and left justify label "Interest"
Rate) Line 32, column 1	Label	Print and left justify label "Rate)"
Date Line 30, column 2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 30, column 3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 31, column 2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 31, column 3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 32, column 2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 32, column 3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 33, column 2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 33, column 3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 34, column 2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements **Direct Subsidized Loan**		
Label and Position	**Field**	**Print Instructions**
Net Disbursement Amount Line 34, column 3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 35, column 2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 35, column 3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 36, column 2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 36, column 3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 37, column 2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 37, column 3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 38, column 2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 38, column 3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 39, column 2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 39, column 3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 30, column 4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 30, column 5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 31, column 4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 31, column 5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 32, column 4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements **Direct Subsidized Loan**		
Label and Position	**Field**	**Print Instructions**
Net Disbursement Amount Line 32, column 5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 33, column 4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 33, column 5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 34, column 4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 34, column 5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 35, column 4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 35, column 5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 36, column 4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 36, column 5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 37, column 4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 37, column 5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 38, column 4	19th Anticipated Disbursement Date	Print 19th Antic ipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 38, column 5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date Line 39, column 4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 39, column 5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Line 40	Blank line	Insert a blank line

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

Chart of Anticipated Disbursements
Direct Unsubsidized Loan

Label and Position	Field	Print Instructions
Direct Line 41, column 1	Label	From left to right in column 1, print the label "Direct"
Unsubsidized Line 42, column 1	Label	Print and left justify the label "Unsubsidized"
Loan Line 43, column 1	Label	Print and left justify the label "Loan"
Gross Loan Amount Line 41, column 2	Column heading	From left to right in column 2, print the heading "Gross Loan Amount"
– Line 41	Minus sign	Print the minus sign "–"
Loan Fee Amount Line 41, column 3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+ Line 41	Plus sign	Print the Plus sign "+"
Interest Rebate Amount Line 41, column 4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
= Line 41	Equal sign	Print the equal sign "="
Net Disbursement Amount Line 41, column 5	Column heading	From left to right in column 5, print the heading "Net Disbursement Amount"
Gross Loan Amount Line 42, column 2	Total gross loan amount	Print total anticipated gross loan amount of Unsubsidized loan record in $99999.99 format
– Line 42	Minus sign	Print the minus sign "–"
Loan Fee Amount Line 42, column 3	Total loan fee amount	Print total anticipated loan fee amount of Unsubsidized loan record in $99999.99 format
+ Line 42	Plus sign	Print the Plus sign "+"
Interest Rebate Amount Line 42, column 4	Total interest rebate amount	Print total anticipated interest rebate amount of Unsubsidized loan record in $99999.99 format
= Line 42	Equal sign	Print the equal sign "="
Net Disbursement Amount Line 42, column 5	Total net loan amount	Print total anticipated net loan amount of Unsubsidized loan record in $99999.99 format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements Direct Unsubsidized Loan		
Label and Position	**Field**	**Print Instructions**
Your school plans to disburse the Net Loan Amount as follows: Line 44	Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
Line 45	Blank line	Insert a blank line
Date Line 46, column 2	Column heading	In column 2, center heading "Date"
Net Disbursement Amount Line 46, column 3	Column heading	In column 3, center heading "Net Disbursement Amount"
Date Line 46, column 4	Column heading	In column 4, center heading "Date"
Net Disbursement Amount Line 46, column 5	Column heading	In column 5, center heading "Net Disbursement Amount"
(Variable Line 47, column 1	Label	Print and left justify the label "(Variable"
Interest Line 48, column 1	Label	Print and left justify label "Interest"
Rate) Line 49, Column 1	Label	Print and left justify label "Rate)"
Date Line 47, column 2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 47, column 3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 48, column 2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 48, column 3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 49, column 2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 49, column 3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 50, column 2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement	4th Anticipated Net	Print 4th Anticipated Net Disbursement Amount of

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements **Direct Unsubsidized Loan**		
Label and Position	**Field**	**Print Instructions**
Amount Line 50, column 3	Disbursement Amount	Unsubsidized loan record in $99999.99 format
Date Line 51, column 2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 51, column 3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 52, column 2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 52, column 3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 53, column 2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 53, column 3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 54, column 2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 54, column 3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 55, column 2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 55, column 3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 56, column 2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 56, column 3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 47, column 4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 47, column 5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 48, column 4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements **Direct Unsubsidized Loan**		
Label and Position	**Field**	**Print Instructions**
Net Disbursement Amount Line 48, column 5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 49, column 4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 49, column 5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 50, column 4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 50, column 5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 51, column 4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 51, column 5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 52, column 4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 52, column 5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 53, column 4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 53, column 5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 54, column 4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 54, column 5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 55, column 4	19th Anticipated Disbursement Date	Print 19th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount Line 55, column 5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date Line 56, column 4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements **Direct Unsubsidized Loan**		
Label and Position	**Field**	**Print Instructions**
Net Disbursement Amount Line 56, column 5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format

Direct Loan PLUS Disclosure Statement Print Specifications

Direct Loan PLUS Disclosure Statement Print Specifications		
Borrower Information		
Label and Position	**Field**	**Print Instructions**
BORROWER INFORMATION--- Line 1	Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address Line 2, column 1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address Line 5, column 1	Parent Borrower's Last Name, First Name and Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address Line 6, column 1	Parent Borrower's Permanent Address	From left to right, print the Parent Borrower's Street Address. Left justify within the print field.
1. Name and Address Line 7, column 1	Parent Borrower's Permanent City, State, and Zip Code	From left to right, print the Parent Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement Line 2, column 2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement Line 5, column 2	Date Disclosure Statement is printed.	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number Line 7, column 2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"
3. Area Code/Telephone Number Line 8, column 2	Parent Borrower's Permanent Telephone Number	Print the Parent Borrower's Permanent Telephone Number in (999) 999-9999 format.

Direct Loan PLUS Disclosure Statement Print Specifications		
School Information		
Label and Position	**Field**	**Print Instructions**
SCHOOL INFORMATION--- Line 11	Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address Line 12, column 1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address Line 13, column 1	School Name	From left to right, print the School Name. Left justify within the print field
4. School Name and Address Line 14, column 1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address Line 15, column 1	School Address	From left to right, print the school's city, state, and zip code. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch Line 12, column 2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch Line 13, column 2	Direct Loan School Code	Print the Direct Loan School Code associated with the origination record.

Direct Loan PLUS Disclosure Statement Print Specifications		
Student Information		
Label and Position	**Field**	**Print Instructions**
STUDENT INFORMATION--- Line 16	Section Heading	From left to right, print section heading "STUDENT INFORMATION" succeeded by dashes across the page
6. Student's Name Line 17, column 1	Data element label	From left to right in column 1, print data element label "4. Student's Name"
6. Student's Name Line 18, column 1	Student's Name	From left to right, print the Student's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
7. Student's Social Security Number Line 17, column 2	Data element label	From left to right in column 2, print data element label "7. Student's Social Security Number"
7. Student's Social Security Number Line 18, column 2	Student's Social Security Number	Print Social Security Number in 999-99-9999 format
8. Student's Date of Birth Line 19, column 1	Data element label	From left to right in column 1, print data element label "8. Student's Date of Birth"
8. Student's Date of Birth Line 20, column 1	Student's Date of Birth	Print date in MM/DD/CCYY format.

Direct Loan PLUS Disclosure Statement Print Specifications		
Loan Information		
Label and Position	**Field**	**Print Instructions**
LOAN INFORMATION— Line 22	Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
9. Loan Identification Number Line 23, column 1	Data element label	From left to right in column 1, print label "9. Loan Identification Number"
9.. Loan Identification Number(s) Line 24, column 1	Award ID (Loan ID)	Print the Award ID (Loan ID) of PLUS loan in 999999999P04X99999999 format.
10. Loan Period Line 23, column 2	Data element label	From left to right in column 2, print data element label "10. Loan Period"
10. Loan Period Line 24, column 2	Loan Period Start and End Date	Print Loan Award Start and End Date (Loan Period Start and End Date) of PLUS record in MM/DD/CCYY – MM/DD/CCYY format.
11. Loan Fee % Line 23, column 3	Data element label	From left to right in column 3, print label "11. Loan Fee %"
11. Loan Fee % Line 24, column 3	Loan Fee Percentage	Print Loan Fee Rate of PLUS loan record in 9.999 % format.
-------------------------- Line 26	Section separator	From left to right, print dashes across page to form a separator line.
12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts. Line 27, 28, 29 and 30	Text Statement	From left to right, print statements "12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
Line 31	Blank line	Insert a blank line

Direct Loan PLUS Disclosure Statement Print Specifications		
Chart of Anticipated Disbursements Direct PLUS Loan		
Label and Position	**Field**	**Print Instructions**
Direct Line 32, column 1	Label	From left to right in column 1, print the label "Direct"
PLUS Line 33, column 1	Label	From left to right in column 1, print the label "PLUS"
Loan Line 34, column 1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount Line 32, column 2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
– Line 32	Minus sign	Print the minus sign "–"
Loan Fee Amount Line 32, column 3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+ Line 32	Plus sign	Print the plus sign "+"
Interest Rebate Amount Line 32, column 4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
= Line 32	Equal sign	Print the equal sign "="
Net Loan Amount Line 32, column 5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount Line 33, column 2	Total gross loan amount	Print total gross award amount of PLUS loan record in $99999.99 format
– Line 33	Minus sign	Print the minus sign "–"
Loan Fee Amount Line 33, column 3	Total loan fee amount	Print total loan fee amount (total loan fee for all anticipated disbursements) of PLUS loan record in $99999.99 format
+ Line 33	Plus sign	Print the Plus sign "+"
Interest Rebate Amount Line 33, column 4	Total interest rebate amount	Print total interest rebate amount (total interest rebate amount for all anticipated disbursements) of PLUS loan record in $99999.99 format
= Line 33	Equal sign	Print the equal sign "="
Net Loan Amount Line 33, column 5	Total net loan amount	Print total net amount (total net amount for all anticipated disbursements) of PLUS loan record in $99999.99 format
Line 34	Blank line	Insert a blank line

Direct Loan PLUS Disclosure Statement Print Specifications

Chart of Anticipated Disbursements
Direct PLUS Loan

Label and Position	Field	Print Instructions
The school plans to disburse the Net Loan Amount as follows: Line 35	Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
Line 36	Blank line	Insert a blank line
Date Line 37, column 2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount Line 37, column 3	Column Heading	In column 3, print heading "Net Disbursement Amount"
(Variable Line 38, column 1	Label	Print and left justify the label "(Variable"
Interest Line 39, column 1	Label	Print and left justify label "Interest"
Rate) Line 40, column 1	Label	Print and left justify label "Rate)"
Date Line 38, column 2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount Line 38, column 3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format
Date Line 39, column 2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount Line 39, column 3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format
Date Line 40, column 2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount Line 40, column 3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format
Date Line 41, column 2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount Line 41, column 3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format

Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) Print Specifications

The Subsidized/Unsubsidized Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple subsidized and unsubsidized loans.

Note: The following specifications are for printing the data element labels and variable data on the Subsidized/Unsubsidized MPN pre-print form without labels. Line 1 starts 1 7/8th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			
SECTION A: BORROWER INFORMATION (Left justify) **READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION (Right justify)** **(Print both labels on line 1 in italics.)**			
Print Label	**Label Line #**	**Data Description**	**Print Instructions for Data and Data Line #**
1. Driver's License State and No.	2	Student Borrower's Driver's License State and Number	From left to right, print Student Borrower's Driver's License State and Number separating them by a dash on **line 3**
2. Social Security No.	2	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on **line 4**
3. E-mail Address (optional)	4	Student Borrower's Current E-mail Address	From left to right, print the Student Borrower's E-mail address on **line 5**
4. Name and Address	6	Student Borrower's Last Name, First Name, Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial on **line 8** Print a comma and space following the Last Name and a space after the First Name Following the Middle Initial, print the label: <-Last, First, M.I.
4. Name and Address (continued)	6	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address on **line 9**

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			
SECTION A: BORROWER INFORMATION (Left justify)			
READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION (Right justify)			
(Print both labels on line 1 in italics.)			
Print Label	**Label Line #**	**Data Description**	**Print Instructions for Data and Data Line #**
4. Name and Address (continued)	6	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code on **line 10** Separate each field with a space and follow city with a comma
5. Date of Birth	7	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on **line 7**
6. Area Code/Telephone No.	8	Student Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on **line 9**

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			
SECTION B: SCHOOL INFORMATION (Print this label on line 18 in italics; left justified)			
Form Label/Position	**Label Line #**	**Field Name**	**Print Instructions**
8. School Name and Address	19	School Name	From left to right, print the School Name associated with the DL school code on the record on **line 20**
8. School Name and Address (continued)	19	School Address	From left to right, print the School's Street Address associated with the DL school code on **line 21**
8. School Name and Address (continued)	19	School's City, State, and Zip Code	From left to right, print the School's City, State and Zip Code on **line 22** Separate each field with a space and follow city with a comma
9. School Code/Branch	19	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on **line 20**
10. Identification No.	19	Master Promissory Note ID	Print in 999999999-M-99-99999-9-99 format on **line 20**

Direct PLUS Loan Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple PLUS loans.

Note: The following specifications are for printing the data element labels and variable data on the PLUS MPN pre-printed form without labels. Line 1 starts 1 7/8th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

Direct PLUS Loan MPN Print Specifications			
SECTION A: PARENT INFORMATION (Left justify) **READ THE INSTRUCTIONS IN SECTION G BEFORE COMPLETING THIS SECTION (Right justify)** **(Print both labels on line 1 in italics.)**			
Print Label	**Label Line #**	**Data Description**	**Print Instructions for Data and Data Line #**
1. Driver's License State and No.	2	Parent Borrower's Driver's License State and Number	From left to right, print Parent Borrower's Driver's License State and Number separating them by a dash on **line 3**
2. Social Security No.	2	Parent Borrower's SSN	Print the Parent Borrower's SSN in 999-99-9999 format on **line 4**
3. Date of Birth	2	Parent Borrower's Date of Birth	Print in MM/DD/YYYY format on **line 4**
4. E-mail Address (optional)	4	Parent Borrower's Current E-mail Address	From left to right, print the Parent Borrower's E-mail address on **line 5**
5. Name and Address	6	Parent Borrower's Last Name, First Name, Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial on **line 8** Print a comma and space following the Last Name and a space after the First Name Following the Middle Initial, print the label: <-Last, First, M.I.
5. Name and Address (continued)	6	Parent Borrower's Permanent Address	From left to right, print the Parent Borrower's Street Address on **line 9**
5. Name and Address (continued)	6	Parent Borrower's Permanent City, State, and Zip Code	From left to right, print the Parent Borrower's City, Mailing State, and Zip Code on **line 10** Separate each field with a space and follow city with a comma

Direct PLUS Loan MPN Print Specifications			
SECTION A: PARENT INFORMATION (Left justify)			
READ THE INSTRUCTIONS IN SECTION G BEFORE COMPLETING THIS SECTION (Right justify)			
(Print both labels on line 1 in italics.)			
Print Label	**Label Line #**	**Data Description**	**Print Instructions for Data and Data Line #**
6. Home Area Code/Telephone No.	5	Parent Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on **line 6**
7. U.S. Citizenship Status (check one)	8	Parent Borrower's Citizenship	Print 'X' U.S. Citizen or National on **line 8** Print 'X' Permanent Resident/Other Eligible Non-Citizen on **line 9** If (2), Alien Registration No. on **line 10**

Direct PLUS Loan MPN Print Specifications			
SECTION B: SCHOOL INFORMATION (Print this label on line 21 in italics; left justified)			
Form Label/Position	**Label Line #**	**Field Name**	**Print Instructions**
12. School Name and Address	22	School Name	From left to right, print the School Name associated with the DL school code on the record on **line 23**
12. School Name and Address (continued)	22	School Address	From left to right, print the School's Street Address associated with the DL school code on **line 24**
12. School Name and Address (continued)	22	School's City, State, and Zip Code	From left to right, print the School's City, State and Zip Code on **line 25** Separate each field with a space and follow city with a comma
13. School Code/Branch	22	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on **line 23**
14. Identification No.	22	Master Promissory Note ID	Print in 999999999-N-99-99999-9-99 format on **line 23**

Direct PLUS Loan MPN Print Specifications			
SECTION C: STUDENT INFORMATION (Print this label on line 26 in italics; left justified)			
Form Label/Position	**Label Line #**	**Field Name**	**Print Instructions**
15. Student's Name (last, first, middle initial)	27	Student Borrower's Last, name, First Name, Middle Initial	From left to right, print the Student's Borrower's Last Name, First Name, and Middle Initial on **line 28** Print a comma and space following the Last Name and a space after the First Name
16. Social Security No.	27	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on **line 28**
17. Date of Birth	27	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on **line 28**

ESOA Print Specifications

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

The ESOA report contains:

- Header - see Sample Output Document for correct header information
- Summary Information – see the following ESOA Print (Summary Information) table
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table
-

This table of print specifications is used in EDExpress Software and is provided as an example:

<table>
<tr><th colspan="3">ESOA Print (Summary Information)</th></tr>
<tr><th>Row</th><th>Field Name in EDExpress</th><th>Printing Instructions</th></tr>
<tr><td>1</td><td></td><td>Print a blank row.</td></tr>
<tr><td>2</td><td>Pell School Number</td><td>Print the value for this field as defined on the Pell ESOA database table for the specified school.</td></tr>
<tr><td>3</td><td>Routing Number</td><td>Print the value for this field as defined on the Pell ESOA database table for the specified school.</td></tr>
<tr><td>4</td><td>School Name</td><td>Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.</td></tr>
<tr><td>5</td><td>State</td><td>Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.</td></tr>
<tr><td>6</td><td>Grantee Duns Number</td><td>Print the value for this field as defined on the Pell ESOA database table for the specified school.</td></tr>
<tr><td>7</td><td>GAPS Award Number</td><td>Print the value for this field as defined on the Pell ESOA database table for the specified school.</td></tr>
<tr><td>8</td><td></td><td>Print a blank row.</td></tr>
<tr><td>9</td><td>Transaction Date</td><td>Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.</td></tr>
<tr><td>10</td><td></td><td>Print a blank row.</td></tr>
<tr><td>11</td><td>Previous Pell Grant Obligation</td><td>Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.</td></tr>
<tr><td>12</td><td>Current Pell Grant Obligation</td><td>Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.</td></tr>
</table>

Row	Field Name in EDExpress	Printing Instructions
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.
15	Previous Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
16	Current Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted and Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
24	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
25		Print a blank row.
26	As of Document ID/Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for Document ID is : CCYY-MM-DDTHH:MM:SS:FF99999999 where CCYY-MM-DD = date document created T = constant HH:mm:ss.ff = time document created 99999999 = Entity ID of Reporting School
27		Print a blank row.
28		Print a blank row.

Table title: **ESOA Print (Summary Information)**

ESOA Print (Summary Information)		
Row	**Field Name in EDExpress**	**Printing Instructions**
29	Payments apply only to "Obligate only" accounts.	Print Section A Notation as stated below: Section A values apply to "Obligate only" accounts

ESOA Detail Information: If the user selects the option to print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below. Information for page 2 should print in descending order of the Document ID.

ESOA (Detail Information)			
Row	**Column**	**Field Name**	**Printing Instructions**
1	N/A	Blank Line	Print a blank line.
2	N/A	ESOA Detail Batch Information	Print the literal section label: 'ESOA DETAIL BATCH INFORMATION'.
3	N/A	Blank Line	Print a blank line.
4-5	1	Transaction Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
4-5	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
4-5	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
5	4, Line 1	Document/Batch #ID	Print the value for this field as defined on the Pell ESOA detail database table for the specified school.

Sample ESOA Output Document:

The output document should print in Courier 10. See below for more detail.

SUMMARY INFORMATION

```
Report Date: MM/DD/CCYY    U.S. Department of Education          PAGE:  1
Report Time:  HH:MM:SS 2003-2004 FEDERAL PELL GRANT PROGRAM
                        ELECTRONIC STATEMENT OF ACCOUNT
*************************************************************************

PELL SCHOOL NUMBER                                         001005
COMMON SCHOOL IDENTIFIER                                   12345678
SCHOOL NAME                                ALABAMA STATE UNIVERSITY
STATE                                                           AL
GRANTEE DUNS NUMBER                                      040672685
GAPS AWARD NUMBER                                P063P  20031031

    Transaction Date                                  MM/DD/CCYY

    Previous Pell Grant Obligation                 $999,999,999.99
    Current Pell Grant Obligation                  $999,999,999.99
    Adjustment (Increase + or Decrease -)          $999,999,999.99+

    Previous Pell Grant Payments                   $999,999,999.99
    Current Pell Grant Payments                    $999,999,999.99
    Adjustment (Increase +)                        $999,999,999.99+

    GAPS Drawdowns/Payments                        $999,999,999.99
    Date of Last Activity in GAPS                       MM/DD/CCYY

    YTD Total Unduplicated Recipients                      999,999
    YTD Pell Accepted and Posted Disbursement Amount  $999,999,999.99
    YTD Administrative Cost Allowance              $999,999,999.99

    As of Document ID/Batch ID       2003-12-31T06:12:34.4599999999


Payments apply only to "Obligate/Pay" accounts.
```

DETAILED INFORMATION (PAGE 2)

```
Report Date: MM/DD/CCYY    U.S. Department of Education          PAGE:  2
Report Time:   HH:MM:SS 2003-2004 FEDERAL PELL GRANT PROGRAM
                        ELECTRONIC STATEMENT OF ACCOUNT
***************************************************************************

ESOA DETAIL DOCUMENT INFORMATION

TRANSACTION                     ADJUST
DATE          ADJUST AMOUNT     PROCESS DATE   DOCUMENT/BATCH ID
------------  ----------------  ------------   ------------------------------
MM/DD/CCYY    $999,999,999.99-  MM/DD/CCYY     2003-12-31T06:12:34.4599999999

MM/DD/CCYY    $999,999,999.99+  MM/DD/CCYY     2003-12-31T06:12:34.4699999999

MM/DD/CCYY    $999,999,999.99-  MM/DD/CCYY     2003-12-31T06:12:34.4799999999

MM/DD/CCYY    $999,999,999.99+  MM/DD/CCYY     2003-12-31T06:12:34.4899999999

MM/DD/CCYY    $999,999,999.99-  MM/DD/CCYY     2003-12-31T06:12:34.4999999999

MM/DD/CCYY    $999,999,999.99+  MM/DD/CCYY     2003-12-31T06:12:34.5099999999

MM/DD/CCYY    $999,999,999.99-   MM/DD/CCYY     2003-12-31T06:12:34.5199999999
```

Direct Loan Forms

Creating Master Promissory Note Paper Manifests

All promissory notes must be mailed and accepted by COD before the loans are booked. The hard copy promissory notes must be accompanies by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school. A sample Direct Subsidized/Unsubsidized Loan MPN Paper Manifest and a sample Direct PLUS Loan MPN Paper Manifest are provided below.

Business Rules:

1) Subsidized/Unsubsidized MPNs and PLUS MPNs must be batched separately and a separate paper manifest created for each batch.

2) Additionally, separate batches and manifests must be created for each DL school code.

3) Each batch may contain up to 100 notes.

4) After processing, the manifest is returned to the school address on the promissory note unless the school indicates another address on the manifest.

5) The Report Date (in MM/DD/YYYY format) and the Report Time (in HH:MM:SS format) indicate when the manifest was produced.

6) A page number starting with 1, incremented by 1 for each subsequent page printed, is included on each page of the manifest.

7) Records are printed in the last name alphabetical order, or numerical borrower ID order. The borrower's name is printed in last name, first name, and middle initial order. The Loan ID associated with borrower's name is printed.

8) The number of notes for shipping indicates the number of promissory notes covered by the paper manifest. It is only printed on the final page of the paper manifest.

9) The certification statement, DL school code, school name, signature block, and Financial Aid Administrator (FAA) name are only printed on the last page.

Sample Subsidized/Unsubsidized MPN Paper Manifest:

```
Report Date: MM/DD/YYYY          U.S. DEPARTMENT OF EDUCATION                 PAGE:  1
Report Time:   HH:MM:SS          Federal Direct Loan Program
                                     Sub/Unsub Manifest
                                      (ALL RECORDS)                           Sort: SSN
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF00100200


BORROWER'S NAME                      MPN ID
STUDENT'S CURRENT SSN
------------------------------       --------------------

X'XXXXX, XXXXX X.                    999999999M99G99999999
999-99-9999

XXXXXXXXXXXX, XXXXX                  999999999M99G99999999
111-11-1111



NUMBER OF NOTES FOR SHIPPING: _____

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted
for enrollment on at least a half-time basis and is making satisfactory progress in a
program that is eligible for the loan type(s) awarded.  I certify that each student is an
eligible borrower in accordance with the Act.  I further certify that each borrower's
eligibility for a Pell Grant has been determined, that each borrower is not incarcerated,
and that each borrower has been determined eligible for loan(s) in the amount(s)
certified.  I further certify that the disbursement schedules comply with the requirements
of the Act and hereby authorize the Department of Education to adjust disbursement dates
if necessary to ensure compliance with the Act.  I further certify that, based on records
available and due inquiry, each borrower has met the requirements of the Selective Service
Act, that each borrower is not liable for an overpayment of any Federal grant made under
the Act, and that the information provided in the Borrower and the School sections of the
promissory notes/disclosures (including information supplied in electronic format) is
true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G99999  NAME:    XXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: _____

FAA NAME:   XXXXXXXXXXXXXXXXXXXXXX
```

Sample PLUS MPN Paper Manifest:

```
Report Date: MM/DD/YYYY        U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  HH:MM:SS         Federal Direct Loan Program
                                      PLUS Manifest
                                    (ALL RECORDS)                        Sort: SSN
         THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF99999999

BORROWER'S NAME                     MPN ID
STUDENT'S NAME
STUDENT'S CURRENT SSN
-----------------------------       --------------------

XXXXXXXXXXX, XXXX                   999999999N99G99999999
XXXXXXXX, XXXXX X.
999-99-9999

XXXXXXXX, XXXXXX                    999999999N99G99999999
XXXXXXXX, XXXXXXXX
999-99-9998




NUMBER OF NOTES FOR SHIPPING: _____
```

I hereby certify that each student named on the enclosed applications/promissory notes is
accepted for enrollment on at least a half-time basis and is making satisfactory progress
in a program that is eligible for the loan type certified. I certify that each borrower is an
eligible borrower in accordance with the Act and has been determined eligible for a
loan in the amount certified. I further certify that the disbursement schedules comply
with the requirements of the Act and hereby authorize the Department of Education to
adjust disbursement dates if necessary to ensure compliance with the Act. I further
certify that, based on records available and due inquiry, each student has met the
requirements of the Selective Service Act, that each student is not liable for an
overpayment of any Federal grant made under the Act, and that the information provided in
the Borrower, Student and School sections of the applications/promissory notes (including
information supplied in electronic format) is true, complete and accurate to the best of
my knowledge and belief.

SCHOOL CODE: G99999 NAME: XXXXXXXXXXXXXXXXXX

SIGNATURE: _____

FAA NAME: XXXXXXXXXXXXXXXXXXXXXXXXX

Direct Subsidized/Unsubsidized Loan MPN

A sample Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) may be accessed via the following website:

http://www.ed.gov/DirectLoan/brr.html

Direct PLUS Loan MPN

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following website:

http://www.ed.gov/DirectLoan/brr.html

Endorser Addendum for Direct PLUS Loan MPN

A sample Endorser Addendum for Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following website:

http://www.ed.gov/DirectLoan/brr.html

Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement (BRR)

A sample Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement may be accessed via the following website:

http://www.ed.gov/DirectLoan/brr.html

Direct PLUS Loan Borrower's Rights and Responsibilities Statement (BRR)

A sample Direct PLUS Loan Borrower's Rights and Responsibilities Statement may be accessed via the following website:

http://www.ed.gov/DirectLoan/brr.html

Direct Subsidized/Unsubsidized Loan Plain Language Disclosure (PLD)

A sample Direct Subsidized/Unsubsidized Loan Plain Language Disclosure may be accessed via the following website:

http://www.ed.gov/DirectLoan/brr.html

Direct PLUS Loan Plain Language Disclosure (PLD)

A sample Direct PLUS Loan Plain Language Disclosure may be accessed via the following website:

http://www.ed.gov/DirectLoan/brr.html